**Informatics, Ch 4, Data Analytics: Presenting the findings Alex Hudson**

**Documenting progress of projects, p 223-232**

**Documenting and assessing the project plan**

1. **Do projects ever go fully to plan? Explain.** No, projects don’t always go to plan, therefore
2. companies have something called contingency plans (a backup plan). Projects can go wrong due to unexpected events such as outages, hacking, lack of money or resources.
3. **What changes may need to be made to a project plan?**
4. **What is the purpose of annotating a project plan (Gantt chart)?**
5. **What is a project log? What is its purpose?**
6. **What is the purpose of assessing a project plan after the project is completed?**
7. **List some criteria that could be used to assess/evaluate the project plan.**

**Managing files (Informatics, p 227)**

1. **Why does managing files become vital when managing a project? What about when creating a MMOS?**
2. **What is a file path?**
3. **What is the role of folders/directories?**
4. **Distinguish between an absolute and a relative file path.**
5. **Explain the term version control.**
6. **What is the role of file management utilities?**

**Manipulating data (Informatics, p 231)**

1. **What manipulation of data will you need to undertake to create your MMOS?**
2. **What is the purpose of validation? Distinguish between manual and electronic validation.**
3. **What are some validation techniques that you could use in your MMOS?**
4. **With your chosen MMOS be aware of the requirements of the functions you need to be able to undertake.**